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# Office of the Chief Medical Examiner

FY 2002 Proposed Operating Budget: \$6,226,534  
FY 2002 Proposed Capital Budget: \$7,655,000  
FY 2002–FY 2007 Proposed Capital Improvements Plan: \$75,155,000

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The mission of the Office of the Chief Medical Examiner is to investigate and certify all deaths in the District of Columbia that occur by any means of violence (injury), and those that occur unexpectedly, without medical attention, in custody, or which pose a threat to the public health.

## Budget Summary

The proposed FY 2002 operating budget for all funds for the Office of the Chief Medical Examiner (OCME) is \$6,226,534, an increase of \$2,249,529, or 56.6 percent, over the FY 2001 approved budget (table FX0-1). The increase is mainly attributable to the reopening of the toxicology lab and the implementation of fatality review committees. There are 67 full-time equivalents (FTEs) supported by this budget, an increase of 16 FTEs over the FY 2001 approved budget (table FX0-2).

The proposed FY 2002 capital budget totals \$7,655,000 for FY 2002 and \$75,155,000 for the period FY 2002–FY 2007 for one new capital project. The Office of the Chief Medical Examiner's capital program, which includes a city-wide forensics lab, will enhance the quality of criminal investigations and mitigate public health and safety threats within the District.

## Strategic Issues

- Improve the coordination among District agencies charged with responsibilities for special populations.

## FY 2002 Initiatives

- Fully staff and supply toxicology laboratory.
- Reduce the backlog of toxicology cases.
- Institute fatality review committees for special populations.

## Agency Background

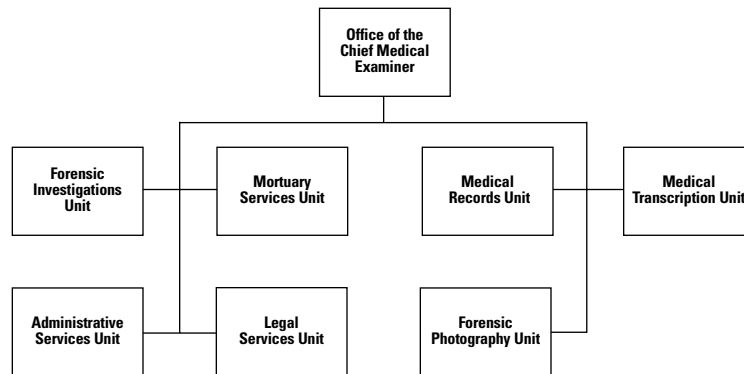
The OCME was reorganized in FY 2001 as an executive branch agency pursuant to Title XXIX of D.C. Law 13-172. This agency, formerly part of the Department of Health, investigates approximately 4,000 deaths each year. This number includes approximately 1,300 autopsies and 1,700 total examinations per year.

**The FY 2002 proposed operating budget is \$6,226,534, an increase of \$2,249,529, or 56.6 percent, over the FY 2001 approved budget.**

**The FY 2002 proposed capital budget totals \$7,655,000.**

Figure FX0-1

## Office of the Chief Medical Examiner



### Programs

Figure FX0-1 shows the units that make up OCME. OCME operates two 24-hour-a-day units. One is the **Mortuary Unit**, which removes and transports decedents from locations of death to OCME for examination. The unit safeguards property, takes x-rays of decedents, assists in the autopsy procedure, and places bodies in storage.

The other is the **Communications Unit**, which receives all initial reports of death, dispatches mortuary and investigative staff to the scene of death, assists the public in making identifications, and records death certificate information.

In addition, the **Forensic Investigations Unit** performs a preliminary examination of the body; takes scene photographs; interviews witnesses; identifies items of evidentiary value and coordinates with the Metropolitan Police Department (MPD). This program facilitates the identification of decedents by obtaining medical social histories; medical and dental records, and radiographs. Forensic Investigations also investigates deaths for cremation clearance, supervises the transport of bodies to the OCME, and testifies in court proceedings.

The **Forensic Photography Unit** is responsible for taking photographs of all OCME cases. These photographs are used to identify decedents and to document injuries and other medical findings.

The **Medical Records Unit** is responsible for maintaining approximately 10,000 OCME medical case files. Medical records staff are responsible

for releasing documents to families, insurance companies, attorneys, and other parties, compiling subpoenaed information, and gathering statistical information.

The **Medical Transcription Unit** is responsible for producing autopsy reports for OCME.

The **Administrative Unit** provides management decisions, planning, and administrative support for the Office of the Chief Medical Examiner. This program performs the budget, finance, contracting and procurement, equipment maintenance, and general clerical activities for OCME.

The **Legal Services Unit** houses the OCME's general counsel, who is responsible for directing and managing legal matters within OCME.

### Funding Summary Local

The proposed local budget is \$6,123,880, an increase of \$2,253,329 over the FY 2001 approved budget. A \$1,244,985 increase is for personal services, and a \$1,008,344 increase is for nonpersonal services. There are 65 FTEs supported by local sources, an increase of 16 FTEs. Refer to the FY 2002 Operating Appendices (bound separately) for details.

Significant changes in personal services include:

- \$451,000 increase and 10 FTEs to implement two fatality review committees, one for children and one for mentally retarded and developmentally disabled populations.

Table FX0-1

**FY 2002 Proposed Operating Budget, by Comptroller Source Group**

(dollars in thousands)

Office of the Chief Medical Examiner

	<b>Actual FY 2000</b>	<b>Approved FY 2001</b>	<b>Proposed FY 2002</b>	<b>Change from FY 2001</b>
Regular Pay - Cont. Full Time	0	1,926	2,599	673
Regular Pay - Other	0	508	769	260
Additional Gross Pay	0	314	323	9
Fringe Benefits	0	330	633	303
<i>Subtotal Personal Services (PS)</i>	<i>0</i>	<i>3,078</i>	<i>4,323</i>	<i>1,245</i>
Supplies and Materials	0	317	696	379
Communications	0	17	17	0
Security Services	0	0	184	184
Other Services and Charges	0	232	282	50
Contractual Services	0	95	485	390
Equipment and Equipment Rental	0	238	239	1
<i>Subtotal Nonpersonal Services (NPS)</i>	<i>0</i>	<i>899</i>	<i>1,903</i>	<i>1,005</i>
<b>Total Proposed Operating Budget</b>	<b>0</b>	<b>3,977</b>	<b>6,227</b>	<b>2,250</b>

Table FX0-2

**FY 2002 Full-Time Equivalent Employment Levels**Office of the Chief Medical Examiner

	<b>Actual FY 2000</b>	<b>Approved FY 2001</b>	<b>Proposed FY 2002</b>	<b>Change from FY 2001</b>
Continuing full time	0	49	54	5
Term full time	0	2	13	11
<b>Total FTEs</b>	<b>0</b>	<b>51</b>	<b>67</b>	<b>16</b>

- \$310,509 increase and 6 FTEs to reopen the toxicology lab.
- \$385,936 increase to align the personal services budget with authorized positions.

The change in nonpersonal services includes the following:

- \$369,000 increase for supplies
- \$234,344 increase for other services and charges, and equipment
- \$390,000 increase for contract toxicology services and costs associated with unclaimed body disposal.

**Other**

The proposed Other (O-type) budget is \$102,654, a \$3,800 decrease from the FY 2001 approved budget. This revenue is associated with the reproduction of autopsy reports and the storage of bodies, photographs, slides and other information. This amount includes a \$3,800 net decrease in nonpersonal services. There are 2 FTEs supported by other revenue sources, no change from FY 2001.

Table FX0-3

**Capital Improvement Plan, FY 2000-FY 2007**

(dollars in thousands)

Office of the Chief Medical Examiner

Cost Elements	EXPENDITURE SCHEDULE										
	Through Budgeted		Total	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	6 Years	Total
	FY 2000	FY 2001		FY 2002	FY 2003	FY 2004	FY 2005	FY 2006	FY 2007	Budget	Budget
a. Design	0	0	0	6,958	0	0	0	0	0	6,958	6,958
b. Site	0	0	0	0	0	0	0	0	0	0	0
c. Project mngmnt	0	0	0	542	542	542	542	0	0	2,168	2,168
d. Construction	0	0	0	0	29,458	27,458	8,958	0	0	65,874	65,874
e. Equipment	0	0	0	155	0	0	0	0	0	155	155
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,655</b>	<b>30,000</b>	<b>28,000</b>	<b>9,500</b>	<b>0</b>	<b>0</b>	<b>75,155</b>	<b>75,155</b>

	FUNDING SCHEDULE										
a. Long-term financing	0	0	0	7,500	30,000	28,000	9,500	0	0	75,000	75,000
b. Tobacco securitization	0	0	0	0	0	0	0	0	0	0	0
c. Grants	0	0	0	0	0	0	0	0	0	0	0
d. Pay go	0	0	0	0	0	0	0	0	0	0	0
e. Hwy trust fund	0	0	0	0	0	0	0	0	0	0	0
f. Equipment lease	0	0	0	0	0	0	0	0	0	0	0
g. Alternative financing	0	0	0	155	0	0	0	0	0	155	155
h. Other	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,655</b>	<b>30,000</b>	<b>28,000</b>	<b>9,500</b>	<b>0</b>	<b>0</b>	<b>75,155</b>	<b>75,155</b>

Table FX0-4

**FY 2002 Proposed Operating Budget, by Revenue Type**

(dollars in thousands)

Office of the Chief Medical Examiner

	Actual FY 1998	Actual FY 1999	Actual FY 2000	Approved FY 2001	Proposed FY 2002
Local	0	0	0	3,871	6,124
Other	0	0	0	106	103
<b>Gross Funds</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,977</b>	<b>6,227</b>

## Capital Improvements

The OCME's capital program is designed to improve the quality of service in the District and reduce reliance on non-District agencies for testing and analysis. By consolidating criminal investigation functions and assessment of public health and safety threats, the OCME will deliver efficient services to the District.

The proposed funding for capital program is \$7,655,000 for FY 2002 and \$75,155,000 for the period FY 2002-FY 2007 (table FX0-3). The funding is for the following programs.

- The **Forensics Lab**, which is designed to be a state-of-the-art, full-service crime lab, medical examiner/morgue facility, and public health lab that meets all applicable National Lab Standards. The FY 2002 planned expenditure is \$7,500,000 and \$75,000,000 for FY 2002-FY 2007.
- The **SKELTRAK Operations System**, which will upgrade hardware and network management capability. The implementation will improve communication among the OCME organizational units and electronic communication with other District agencies and non-District agencies. SKELTRAK will transform the OCME from a solely paper-based operation and enhance case tracking and data analysis capability. The system will improve workflow and assist in providing accurate and efficient analysis. The FY 2002 planned expenditure is \$160,000 and \$160,000 over the six-year period.

Refer to FY 2002 Capital Appendices (bound separately) for details.

## Trend Data

Table FX0-4 shows expenditure history for FY 1998-FY 2002.

## Agency Goals and Performance Measures

**Goal 1. Improve the death investigation/certification process to provide timely autopsy results to decedents' families and ensure the integrity of evidence for court proceedings.**

*Citywide Strategic Priority Area:* Making government work

*Manager:* Jacqueline A. Lee, MD, Deputy Chief Medical Examiner

*Supervisor:* Jonathan L. Arden, MD, Chief Medical Examiner

### Performance Measure 1.1: Percent of bodies with positive identification ready for release with 24 hours

	Fiscal Year				
	1999	2000	2001	2002	2003
Target	N/A	80	90	95	95
Actual	N/A	N/A	-	-	-

### Performance Measure 1.2: Completion of autopsies with toxicology results

	Fiscal Year				
	1999	2000	2001	2002	2003
Target	N/A	8 wks	N/A	50% in 10 wks	50% in 8 wks
Actual	N/A	N/A	-	-	-

Note: The ability to measure this goal is dependent upon completion of the toxicology lab in fall 2001, and resources for backlog reduction in both toxicology and histology.

### Performance Measure 1.3: Completion of autopsies with toxicology results and ancillary reports

	Fiscal Year				
	1999	2000	2001	2002	2003
Target	N/A	16 wks	N/A	50% in 16 wks	50% in 12 wks
Actual	N/A	N/A	-	-	-

Note: The ability to measure this goal is dependent upon the completion of the toxicology lab in fall 2001, and resources for backlog reduction in both toxicology and histology.

## Goal 2. Establish an internal toxicology laboratory to provide timely, accurate and comprehensive toxicology services for the Office of the Chief Medical Examiner.

*Citywide Strategic Priority Area:* Making government work

*Manager:* Jonathan L. Arden, MD, Chief Medical Examiner

*Supervisor:* Margret Nedelkoff Kellems, Deputy Mayor for Public Safety and Justice

### Performance Measure 2.1: Percent of toxicology tests completed within 30 days

	Fiscal Year				
	1999	2000	2001	2002	2003
Target	N/A	N/A	N/A	75	85
Actual	N/A	N/A	-	-	-

**Goal 3. Recruit, hire, train and maintain sufficient staff to carry out the core responsibilities of the Office of the Chief Medical Examiner.**

**Reduce overtime hours by 20 percent.**

*Citywide Strategic Priority Area:* Making government work

*Manager:* Beverly S. Hill, Deputy for Administration

*Supervisor:* Jonathan L. Arden, MD, Chief Medical Examiner

**Performance Measure 3.1: Percent of funded positions filled**

	Fiscal Year				
	1999	2000	2001	2002	2003
Target	N/A	N/A	85	95	95
Actual	N/A	N/A	-	-	-

**Performance Measure 3.2: Percent reduction in overtime hours over prior year**

	Fiscal Year				
	1999	2000	2001	2002	2003
Target	N/A	N/A	TBD	20	TBD
Actual	N/A	N/A	-	-	-